



Policy Title: ACAOM On-Site Observer Policy

Approved By: ACAOM Executive Director

Document History: Implementation Date: 03 February 2017

Last Updated:

Related Policies: [ACAOM Site Visitor Policy](#); [ACAOM Conflict of Interest Policy](#)

References: [34 CFR Part 602](#); [20 U.S. Code § 1099\(b\)](#)

Responsible Official: ACAOM Director of Regulatory Affairs

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**Policy Summary:**

Observers who represent Federal or State departments, agencies or organizations that have a legitimate accreditation or regulatory responsibility, may upon formal request and pre-approval accompany an ACAOM on-site visit team. Observers must make an official request directly to ACAOM's Executive Director or Director of Accreditation Services. ACAOM will coordinate the observation request with the on-site visit team Chair. Each observer, if and when approved, is subject to and must not be in violation of [ACAOM's Conflict of Interest Policy](#). Costs incurred by observers will be paid by the observer's organization.

Observers on an ACAOM on-site visit must abide by the following procedures:

1. Observers must execute and abide by [ACAOM's Confidentiality and Non-Disclosure Agreement](#).
2. The observer's function is generally limited to gathering first-hand information regarding the on-site visit procedures of ACAOM.
3. The observer is not a consultant to either the on-site visit team or ACAOM and should be careful not to be drawn into the team as an active member.
4. Observers may attend all phases of the on-site visit, including the entrance and exit conference, subject to the approval by ACAOM and the chair of the ACAOM on-site visit team.
5. If, at the completion of the on-site visit, the team asks the observer for comments on the team's performance, it is appropriate for him/her to inform the team of the major points that will be reported to that observer's agency or institution.
6. Each observer's agency or organization should provide, in advance, their official set of criteria to be used to evaluate the on-site visit team's performance.
7. In assessing the competence of an on-site visit team, the observer should note, not only the members' qualifications, but also their understanding of the purposes and procedures of accreditation.

**Revision History**

Date Revised	Summary of Revisions	Approved By
2/3/2017	New policy	ACAOM Executive Director